

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: **DOH11722955**

DATE POSTED: 03/02/22

POSITION NO: 244030

CLOSING DATE: **03/15/2022 by 5pm**

POSITION TITLE: **Statistical Technician**

DEPARTMENT NAME / WORKSITE: Division of Aging and Long Term Care Support - Crownpoint, NM

WORK DAYS: Mon - Friday	REGULAR FULL TIME: <input checked="" type="checkbox"/>	GRADE/STEP: BQ57A
WORK HOURS: 8 AM - 5 PM	PART TIME: <input type="checkbox"/> NO. OF HRS./WK.: _____	\$ 25,243.92 PER ANNUM
SENSITIVE <input checked="" type="checkbox"/>	SEASONAL: <input type="checkbox"/> DURATION : _____	\$ 12.09 PER HOUR
NON-SENSITIVE <input type="checkbox"/>	TEMPORARY: <input type="checkbox"/> _____	

DUTIES AND RESPONSIBILITIES:

Data entry of congregate and home delivered meal units, entering units from registration, intake forms of client information which includes nutritional, functional, closure of accounts, inputting monthly units, monitoring and review of data. Review and reconciling of statistical reports for C1 Congregate, C2 Home Delivery, Social Services and Transportation units. Scheduling of audits for the Agency office and the Senior Centers, providing training of updates issued by the state. Creating demographic reports on spreadsheets. Communication with Arizona DAARS support staff for any problems, communicating with AZ DES Aging staff, communicate with AOA representatives. Coordinate and generate monthly data for Title III and Title VI federal reporting. Must attend meetings with Federal, State, Tribal and Local organizations/agencies.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A high school diploma/GED; and two (2) years of experience in the collection and maintenance of data records management and Federal Program Reporting; or an equivalent combination of education and experience.

Special Requirements:

- A favorite background investigation.
- Posses a valid State Driver's License.

Must obtain Navajo Nation Vehicle Operator's Permit within 90 days of employment.

(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)

Special Knowledge, Skills and Abilities:

Bilingual in English and Navajo. Proficiency in Microsoft Office software & State Data Systems - DAARS, SAMS or other computer applications.

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.